



IT Centralization  
Employee Reference Guide: Policy Comparison

MERIT	Policy	DTI NON-MERIT
<ul style="list-style-type: none"><li>Full time employees work 37.5 hours or 40 hours as provided in the Budget Act</li></ul>	Hours	<ul style="list-style-type: none"><li>Full time employees work 37.5 hours or 40 hours as provided in the Budget Act</li></ul>
<ul style="list-style-type: none"><li>Employee pay is based upon merit position classification and associated paygrade</li></ul>	Pay	<ul style="list-style-type: none"><li>Employee pay is based on salary analysis within position classification salary range</li></ul>
<ul style="list-style-type: none"><li>Performance reviews are conducted annually</li><li>Employees receive an equal pay raise distribution per legislative order</li></ul>	Annual Performance Review	<ul style="list-style-type: none"><li>Performance reviews are conducted mid-year and annually</li><li>DTI receives Legislative approved increases as a lump sum and are distributed as determined by CIO.</li><li>Performance ratings are criteria used to determine salary increases.</li></ul>
<ul style="list-style-type: none"><li>Employee accrual hours vary based upon years of service</li></ul>	Annual Leave	<ul style="list-style-type: none"><li>Employee accrues annual leave at 13.25 hours per month</li></ul>
<ul style="list-style-type: none"><li>State standard accrual of 9.5 hrs./mo.</li></ul>	Sick Leave	<ul style="list-style-type: none"><li>State standard accrual of 9.5 hrs./mo.</li></ul>
<ul style="list-style-type: none"><li>Defined by agency</li></ul>	Alternate Work Arrangements	<ul style="list-style-type: none"><li>Alternative work arrangements available to eligible employees (based on position) after initial training period</li><li>Requires supervisor approval</li><li>Annual renewal process</li></ul>
<ul style="list-style-type: none"><li>Defined by agency</li></ul>	Tuition Reimbursement	<ul style="list-style-type: none"><li>Must be related to employee's present or probable future assignment within DTI</li><li>Tuition reimbursement of \$4,000 per calendar year based on availability of agency funding</li></ul>
<ul style="list-style-type: none"><li>Defined by agency</li></ul>	Employee Recognition	<ul style="list-style-type: none"><li>Monthly, quarterly and annual Employee Recognition awards.</li><li>Annual Award Event</li></ul>
<ul style="list-style-type: none"><li>State &amp; agency recruitment and application policies</li></ul>	Job Posting	<ul style="list-style-type: none"><li>State &amp; DTI recruitment and application policies</li></ul>
<ul style="list-style-type: none"><li>Career Ladder opportunities available within job classification and via vacant position</li></ul>	Promotions	<ul style="list-style-type: none"><li>Applicants post for vacant positions</li><li>Workforce modernization project in-progress</li></ul>
<ul style="list-style-type: none"><li>Merit Grievance Procedure consists of steps to find resolution with an option to appeal to the MERB for final disposition</li></ul>	Grievance Procedure	<ul style="list-style-type: none"><li>DTI Complaint Processes consists of steps to find resolution with an option to appeal to the CIO for final disposition</li></ul>

\*41% of previous ITC reallocated staff chose to transition into a DTI exempt position.